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**EAST FELICIANA PARISH ASSESSOR
CLINTON, LOUISIANA**

**GENERAL PURPOSE FINANCIAL STATEMENTS
WITH INDEPENDENT AUDITOR'S REPORT
AS OF AND FOR THE YEAR ENDED
DECEMBER 31, 2011**

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the entity and other appropriate public officials. The report is available for public inspection at the Baton Rouge office of the Legislative Auditor and, where appropriate, at the office of the parish clerk of court.

Release Date **AUG 22 2012**

W. RANDALL PEAY, LTD

**Certified Public Accountant
(A Professional Accounting Corporation)**

EAST FELICIANA PARISH ASSESSOR
CLINTON, LOUISIANA
FINANCIAL REPORT
WITH INDEPENDENT AUDITOR'S REPORT
AS OF AND FOR THE YEAR ENDED
DECEMBER 31, 2011
WITH SUPPLEMENTAL INFORMATION SCHEDULE

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June 25, 2012

Independent Auditor's Report

Honorable Holice T. Jackson, Jr
East Feliciana Parish Assessor
Clinton, Louisiana

I have audited the accompanying financial statements of the governmental activities and the major fund of the East Feliciana Parish Assessor, a component unit of the East Feliciana Parish Police Jury, as of and for the year ended December 31, 2011, which collectively comprise the East Feliciana Parish Assessor's basic financial statements as listed in the table of contents. These financial statements are the responsibility of the office of the Assessor's management. My responsibility is to express an opinion on these basic financial statements based on my audit.


I conducted my audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to the financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the basic financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the basic financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall basic financial statement presentation. I believe my audit provides a reasonable basis for my opinion.

In my opinion, the basic financial statements referred to above present fairly, in all material respects, the financial position of the governmental activities and the major fund of the East Feliciana Parish Assessor as of December 31, 2011, and the respective changes in financial position for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, I have also issued a report dated June 25, 2012, on my consideration of the East Feliciana Parish Assessor's internal control over financial reporting and on my tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements, and other matters. The purpose of that report is to describe the scope of my testing of internal control over financial reporting and compliance and results of that testing and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of and audit performed in accordance with *Government Auditing Standards* and should be read in conjunction with this report in considering the results of our audit.

Honorable Holice T. Jackson, Jr
June 25, 2012
Page 2

The budgetary comparison schedule on page 25 is not a required part of the basic financial statements, but is supplementary information required by the Governmental Accounting Standards Board. I have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the required supplementary information. However, I did not audit the information and express no opinion on it.

A handwritten signature in black ink, appearing to read "W. Randall Peay, LFD". The signature is fluid and cursive, with a large loop at the end.

W. Randall Peay, LFD
June 25, 2012

MANAGEMENT DISCUSSION AND ANALYSIS

**EAST FELICIANA PARISH ASSESSOR
MANAGEMENT'S DISCUSSION AND ANALYSIS
December 31, 2011**

This section of the East Feliciana Parish Assessor's annual financial report presents our discussion and analysis of the East Feliciana Parish Assessor's financial performance during the fiscal year ended on December 31, 2011. Please read it in conjunction with the East Feliciana Parish Assessor's financial statements, which follow this section

PAST ACCOMPLISHMENTS

During 2011 the East Feliciana Parish Assessor had the following:

- For the year of 2011, we at the East Feliciana Assessor's Office, in order to keep our employees educated and informed pertaining to the valuation of property attended many continued education classes.
- There has been an increase in oil and gas exploration. This has caused us to get up to date on our ability to assess these properties..
- We made a concerted effort to get delinquent taxes paid to shrink our adjudicated roll.
- We are now preparing all of our accounting processes in office instead of being assisted by an outside company
- We are continuing to keep a student worker employed, part time.
- We continued to stay up to date in digital mapping by receiving new 2011 aerial photography and also our assessment programming.

OVERVIEW OF THE FINANCIAL STATEMENTS

This annual report consists of four parts - management's discussion and analysis (this section), the basic financial statements, required supplementary information, and an optional section that presents combining statements for non major governmental funds and internal service funds. The basic financial statements include two kinds of statements that present different views of the Assessor.

- The first two statements are government-wide financial statements that provide both long-term and short-term information about the Assessor's overall financial status.
- The remaining statements are fund financial statements that focus on individual parts of the Assessor government, reporting the Assessor's operations in more detail than the government-wide statements.

**EAST FELICIANA PARISH ASSESSOR
MANAGEMENT'S DISCUSSION AND ANALYSIS
December 31, 2011**

- The governmental funds statements tell how general government services, were financed in the short term as well as what remains for future spending.

The financial statements also include notes that explain some of the information in the financial statements and provide more detailed data. The statements are followed by a section of required supplementary information that further explains and supports the information in the financial statements. Figure A-1 shows how the required parts of this annual report are arranged and relate to one another. In addition to these required elements, we have included a section with combining statements that provide details about our nonmajor governmental funds and internal service funds, each of which are added together and presented in single columns in the basic financial statements

Government-wide Statements

The government-wide statements report information about the Assessor as a whole using accounting methods similar to those used by private-section companies. The statement of the net assets includes all of the government's assets and liabilities. All of the current year's revenues and expenses are accounted for in the statement of activities regardless of when cash is received or paid.

The two government-wide statements report the Assessor's net assets and how they have changed. Net assets - the difference between the Assessor's assets and liabilities - is one way to measure the Assessor's financial position.

- Over time, increases or decreases in Assessor's net assets are an indicator of whether its financial health is improving or deteriorating.

Government-wide Statements (continued)

- To assess the overall health of the Assessor you need to consider additional financial factors such as changes in the finances of the State of Louisiana and the parish of East Feliciana.

The government-wide financial statements of the Assessor consist of:

- Governmental activities - all of the Assessor's basic services are included here, such as the program, and general administration.

**EAST FELICIANA PARISH ASSESSOR
MANAGEMENT'S DISCUSSION AND ANALYSIS
December 31, 2011**

Fund Financial Statements

The fund financial statements provide more detailed information about the Assessor's most significant funds - not the Assessor as a whole. Funds are accounting devices that the Assessor uses to keep track of specific sources of funding and spending for particular purposes.

- Some funds are required by State law

The Assessor fund is.

- **Governmental funds** - Most of the Assessor's basic services are included in the governmental funds, which focus on (1) how the other financial assets that can readily be converted to cash flow in and out and (2) the balances left at year-end that are available for spending. Consequently, the governmental funds statements provide a detailed short-term view that helps you determine whether there are more or fewer financial resources that can be spent in the near future to finance the Assessor's programs. Because this information does not encompass the additional long-term focus of the government-wide statements, I am providing additional information at the bottom of the governmental funds statement, or on the subsequent page, that explains the relationship (or differences) between them.

FINANCIAL ANALYSIS OF THE ASSESSOR AS A WHOLE

Net Assets The Assessor's combined net assets were as follows. (See Table A-1.)

**Table A-1
Assessor's Net Assets**

	<u>Governmental Activities</u>	
	<u>2010</u>	<u>2011</u>
Current and other assets	\$1,284,954	\$1,486,170
Capital assets	<u>46,275</u>	<u>32,300</u>
Total Assets	<u>\$1,331,229</u>	<u>\$1,518,470</u>
Current Liabilities	4,995	2,633
Long Term Liabilities		
Other Post Employment benefits	<u>95,380</u>	<u>95,380</u>
Total Liabilities	<u>\$ 100,375</u>	<u>\$ 98,013</u>
Net Assets		
Invested in capital assets	\$ 46,275	\$ 32,300
Unrestricted	<u>1,184,579</u>	<u>1,388,157</u>
Total Net Assets	<u>\$1,230,854</u>	<u>\$1,420,457</u>

**EAST FELICIANA PARISH ASSESSOR
MANAGEMENT'S DISCUSSION AND ANALYSIS
December 31, 2011**

Governmental Activities

**Table A-2
Changes in Assessor's Net Assets**

	Governmental Activities	
	<u>2010</u>	<u>2011</u>
<u>Revenues</u>		
Program revenues		
Ad Valorem Taxes	\$663,104	\$682,812
Charges for services	11,977	24,504
State revenue sharing	145,450	143,910
Other	<u>11,662</u>	<u>5,378</u>
Total Revenues	<u>\$832,193</u>	<u>\$856,604</u>
<u>Expenses</u>		
General governmental	<u>\$773,216</u>	<u>\$652,803</u>
Total Expenses	<u>\$773,216</u>	<u>\$652,803</u>
Increase (decrease) in net assets	<u>(\$ 58,977)</u>	<u>\$203,801</u>

**Table A-3
Net Cost of Assessor's Governmental Activities**

	Total Cost Of Services	Total Cost of Services
	<u>2010</u>	<u>2011</u>
Program services	<u>\$773,216</u>	<u>\$652,803</u>

**EAST FELICIANA PARISH ASSESSOR
MANAGEMENT'S DISCUSSION AND ANALYSIS
December 31, 2011**

CAPITAL ASSETS AND DEBT ADMINISTRATION

Capital Assets

At the end of 2011, the Assessor had invested \$32,300 in capital assets (See Table A-4)

**Table A-4
Assessor's Capital Assets
(net of depreciation)**

	Governmental Activities	
	<u>2010</u>	<u>2011</u>
Furniture, equipment and vehicles	<u>\$46,275</u>	<u>\$32,300</u>
Total	<u>\$46,275</u>	<u>\$32,300</u>

ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS

The Assessor is dependent on the State of Louisiana and the East Feliciana Parish Police Jury for most of its revenues. These entities receive a substantial part of their revenues from taxes. The economy is not expected to generate any significant growth. Therefore, the Assessor's future revenues are expected to be consistent with the current years. The budget for the 2012 year is approximately the same as the year 2011.

CONTACTING THE ASSESSOR'S FINANCIAL MANAGEMENT

This financial report is designed to provide our citizens, taxpayers, and creditors with a general overview of the Assessor's finances and to demonstrate the Assessor's accountability for the money it receives. If you have questions about this report or need additional financial information, contact Mr. Hollis T. Jackson, Jr. Assessor, 12064 Marston St., Clinton, Louisiana, 70722.

BASIC FINANCIAL STATEMENTS
(OVERVIEW)

East Feliciana Parish Assessor
Clinton, Louisiana
Statement of Net Assets
December 31, 2011

Statement A

Current Assets

Cash and cash equivalents	\$ 473,470
Investments	220,968
Prepaid expenses	9,858
Revenue receivable	
Ad valorem taxes	685,934
State revenue sharing	95,940
Total Current Assets	<u>1,486,170</u>

Capital assets net of accumulated depreciation	<u>32,300</u>
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<u>Total Assets</u>	<u>\$ 1,518,470</u>
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Liabilities

Accounts payable	\$ 2,633
<u>Long Term Liabilities</u>	
Other Post employment benefits	95,380
Total Liabilities	<u>98,013</u>

Net Assets

Invested in capital assets	32,300
Unrestricted	1,388,157
Total Net Assets	<u>1,420,457</u>

The accompanying notes are an integral part of this statement

East Feliciana Parish Assessor
Clinton, Louisiana
Statement of Activities
December 31, 2011

Statement B

Expenses

General Government

Personal services and related benefits	\$ 567,317
Operating services	55,321
Materials and supplies	11,394
Travel and training	4,796
Depreciation expense	13,975
Total Program Expense	<u>652,803</u>

Program Revenues

Fees, charges and commissions for services	<u>24,504</u>
Net Program Expenses	<u>628,299</u>

General Revenues

Ad valorem taxes	682,812
Intergovernmental-state funds-state revenue sharing	143,910
Interest earned	<u>5,378</u>
Total General Revenues	<u>832,100</u>

<u>Change in Net Assets</u>	<u>203,801</u>
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<u>Net Assets, Beginning of Year</u>	<u>1,216,656</u>
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<u>Net Assets, End of Year</u>	<u>\$ 1,420,457</u>
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The accompanying notes are an integral part of this statement

**GOVERNMENT-WIDE
FINANCIAL STATEMENTS (GWFS)**

FUND FINANCIAL STATEMENTS (FFS)

MAJOR FUND DESCRIPTION

GENERAL FUND

The General Fund is used to account for resources traditionally associated with governments which are not required to be accounted for in another fund.

East Feliciana Parish Assessor
Clinton, Louisiana
Governmental Funds
Balance Sheet
For the Year Ended December 31, 2011

Statement C

<u>Assets</u>	<u>General Fund</u>
Cash and cash equivalents	\$ 473,470
Investments	220,968
Prepaid expenses	9,858
Accounts receivable	
Ad valorem taxes	685,934
State revenue sharing	95,940
<u>Total Assets</u>	<u>\$ 1,486,170</u>
<u>Liabilities and Fund Equity</u>	
<u>Liabilities</u>	
Accounts payable	\$ 2,633
<u>Total Liabilities</u>	<u>2,633</u>
 <u>Fund Balance Unassigned</u>	 <u>1,483,537</u>
 <u>Total Liabilities and Fund Balance</u>	 <u>\$ 1,486,170</u>

See accompanying notes and Independent Auditor's Report

East Feliciana Parish Assessor
Clinton, Louisiana
Reconciliation of Governmental Funds
Balance Sheet to Statement of Net Assets
For the Year Ended December 31, 2011

Statement D

<u>Total Fund Balances at December 31, 2011</u>		
<u>Governmental Funds (Statement C)</u>		1,483,537
Total net assets reported for governmental activities in the statement of net assets is different because		
Net OPED Obligations		(95,380)
Capital assets used in governmental activities are not financial resources, and, therefore are not reported in the funds Those assets consist of		
Vehicles, furniture and equipment	146,955	
Less Accumulated depreciation as of December 31, 2011	<u>(114,655)</u>	<u>32,300</u>
<u>Net Assets at December 31, 2011 (Statement A)</u>		<u><u>1,420,457</u></u>

See accompanying notes and Independent Auditor's Report

East Feliciana Parish Assessor
Clinton, Louisiana
Governmental Funds
Statement of Revenues, Expenditures, and Changes in Fund Balance
For the Year Ended December 31, 2011

Statement E

Revenues

Intergovernmental revenues	
Ad valorem taxes	\$ 682,812
State revenue sharing	143,910
Other revenues	
Interest on	
Bank time deposits	5,378
Other	24,504
<u>Total Revenues</u>	<u>856,604</u>

Expenditures

General government-taxation	
Personal services and related benefits	\$ 567,317
Operating services	55,321
Travel and training	4,796
Materials and supplies	11,394
<u>Total Expenditures</u>	<u>638,828</u>

<u>Excess of Revenues over (Expenditures)</u>	<u>\$ 217,776</u>
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<u>Fund Balance at Beginning of Year</u>	<u>1,279,959</u>
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<u>Fund Balance at End of Year</u>	<u>\$ 1,497,735</u>
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See accompanying notes and Independent Auditor's Report

East Feliciana Parish Assessor
Clinton, Louisiana
Reconciliation of Government Funds
Statement of Revenues, Expenditures, and Changes in Fund Balance
To the Statement of Activities
For the Year Ended December 31, 2011

Statement F

<u>Total Net Change in Fund Balances - Governmental Funds (Statement E)</u>	<u>\$ 217,776</u>
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Amounts reported for governmental activities in the Statement of
Activities are different because

Capital outlays are reported in governmental funds as expenditures
However, in the Statement of Activities, the cost of those assets
is allocated over their estimated useful lives as depreciation
expense This is the amount by which depreciation expense is in
excess of capital expenditures for the period

<u>(13,975)</u>

<u>Changes in Net Assets of Governmental Activities (Statement B)</u>	<u>\$ 203,801</u>
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See accompanying notes and Independent Auditor's Report

EAST FELICIANA PARISH ASSESSOR
CLINTON, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2011

INTRODUCTION

As provided by Article VII, Section 24 of the Louisiana Constitution of 1974, the Assessor is elected by the voters of the parish and serves a four-year term. The Assessor assesses all real and movable property in the parish, subject to ad valorem taxation. The Assessor is authorized to appoint as many deputies as may be necessary for the efficient operation of the office and provide assistance to the taxpayers of the parish. The deputies are authorized to perform all functions of the office, but the Assessor is officially and pecuniarily responsible for the actions of the deputies.

The Assessor's office is located in Clinton, Louisiana. The Assessor employed seven full-time employees, including one deputy and two part-time employees for the year 2011. In accordance with Louisiana law, the Assessor bases real and movable property assessments on conditions existing on January 1, of the tax year. The Assessor completes and assessment listing by May 1, of the tax year and submits the list to the parish governing authority and the Louisiana Tax Commission, as prescribed by law. Once the assessment listing is approved, the Assessor submits the assessment roll to the parish tax collector, who is responsible for the collection and distribution of taxes to the various taxing bodies.

NOTE #1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. BASIS OF PRESENTATION

The accompanying basic financial statements of the East Feliciana Parish Assessor have been prepared in conformity with generally accepted accounting principles accepted in the United States of America. The Governmental Accounting Standards Board (GASB) is the accepted standard of setting body for established governmental accounting and financial reporting principles. The accompanying basic financial statements have been prepared in conformity with GASB Statement 34, Basic Financial Statements and Management Discussion and Analysis for the State and Local Governments, issued in June 1999.

B. REPORTING ENTITY

The assessor is an independently elected official, however, the assessor is fiscally dependent on the East Feliciana Parish Police Jury. The police jury maintains and operates the parish office in which the assessor's office is located and provides funds for certain expenses of the assessor's office. In addition, the police jury's general purpose financial statements would be incomplete or misleading without inclusion of the assessor. For these reasons, the assessor was determined to be a component unit of the East Feliciana Police Jury, the financial reporting entity.

The accompanying financial statements present information only on the funds of the assessor and do not present information on the police jury, the general government services provided by the governmental unit, or the other governmental units that comprise the financial reporting entity.

EAST FELICIANA PARISH ASSESSOR
CLINTON, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2011

C FUND ACCOUNTING

The assessor used funds to maintain its financial records during the year. Fund accounting is designed to demonstrate legal compliance and to aid management by segregating transactions related to certain tax assessment functions and activities. A fund is defined as a separate accounting entity with a self-balancing set of accounts.

Government Funds

Governmental funds account for most of the assessor's general activities. These funds focus on the sources, uses and balances of current financial resources. Expendable assets are assigned to the various governmental funds according to the purposes for which they may be used. Current liabilities are assigned to the fund from which they will be paid. The difference between a governmental fund's assets and liabilities is reported as fund balance. In general, fund balance represents the accumulated expendable resources which may be used to finance future period programs or operations of the assessor. The following are the assessor's governmental funds:

General Fund - the primary operating fund of the assessor and it accounts for the operations of the Assessor's office. The general fund is available for any purpose provided it is expended or transferred in accordance with state and federal laws and according to the assessor's policy. The general fund is considered to be a major fund.

D MEASUREMENT FOCUS

Fund Financial Statements (FFS)

The amounts reflected in the General Fund in the Balance Sheet (Statement C) and the Statement of Revenues, Expenditures, and Changes in Fund Balance (Statement E) are accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities are generally included on the balance sheet. The statement of revenues, expenditures, and changes in fund balance reports on the sources (i.e., revenues and other financing sources) and uses (i.e., expenditures and other financing uses) of current financial resources. This approach is then reconciled, through adjustment, to a government-wide view of the Assessor's operations.

The amounts reflected in the General Fund in the Balance Sheet (Statement C) and the Statement of Revenues, Expenditures, and Changes in Fund Balance (Statement E) use the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become both measurable and available). Measurable means the amount of the transaction can be determined and available means collectable within the current period or soon enough thereafter to pay liabilities of the current period. The assessor considers all revenues available if they are collected within 60 days after the fiscal year end. Expenditures are recorded when the related fund liability is incurred, except for interest and principal payments on general long-term debt which is recognized when due, and certain compensated absences and claims and judgments which are recognized when the obligations are expected to be liquidated with expendable available financial resources. The governmental funds use the following practices in recording revenues and expenditures:

EAST FELICIANA PARISH ASSESSOR
CLINTON, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2011

Revenues

Ad valorem taxes are budgeted and recorded in the year the taxes are levied and billed. Ad valorem taxes are assessed on a calendar year basis, become due when the tax roll is filed with the recorder of mortgages and become delinquent on January 1st of the following year. Ad valorem taxes are generally collected in November and December of the current year and January and February of the ensuing year.

Other intergovernmental revenues and charges for services are recorded when the Assessor is entitled to the funds.

Interest income on demand deposits is recorded monthly when the interest is earned and credited to the account.

Expenditures

Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred. Purchases of various operating supplies are regarded as expenditures at the time of purchase.

Deferred Revenues

Deferred revenues arise when resources are received by the assessor before it has a legal claim to them, as when grant monies are received before the incurrence of qualifying expenditures. In subsequent periods, when the assessor has a legal claim to the resources, the liability for deferred revenue is removed from the combined balance sheet and the revenue is recognized.

Government-Wide Financial Statements (GWFS)

The Statement of Net Assets (Statement A) and the Statement of Activities (Statement B) display information about the reporting government as a whole. These statements include all the financial activities of the assessor. Information contained in these statements reflects the economic resources measurement focus and the accrual basis of accounting. Revenues, expenses, gains, losses, assets and liabilities resulting from exchange or exchange-like transactions are recognized when the exchange occurs (regardless of when cash is received or disbursed). Revenues, expenses, gains, losses, assets and liabilities resulting from non-exchange transactions are recognized in accordance with the requirements for GASB Statement No. 33, Accounting and Financial Reporting for Nonexchange Transactions.

The statement of activities presents a comparison between direct expenses and program revenues for the Assessor's governmental activities. Direct expenses are those that are specifically associated with a program or function and, therefore, are clearly identifiable to a particular function. Program revenues include fees and charges paid by the recipients of services offered by the Assessor, and grants and contributions for services offered by the Assessor. Revenues that are not classified as program revenues, including all taxes, are presented as general revenues.

EAST FELICIANA PARISH ASSESSOR
CLINTON, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2011

Reconciliation

A reconciliation of the items reflected in the Government-wide Financial Statements and the Fund Financial Statements is presented in Statement D which reconciles the Balance Sheet to the Statement of Net Assets and Statement F which reconciles the Statement of Revenues, Expenditures, and Changes in Fund Balance to the Statement of Activities

E BUDGETS

The assessor used the following budget practices

- 1 The assessor prepares a general fund budget, on the modified accrual basis of accounting, at the beginning of each year based upon expenditures and anticipated revenues for the budget year
- 2 A summary of the proposed budget is published and the public notified that the proposed budget is available for public inspection At the same time, a public hearing is called
- 3 A public hearing is held on the proposed budget at least ten days after publication of the call for the hearing
- 4 After the holding of the public hearing and completion of all action necessary to finalize and implement the budget, the budget is legally adopted prior to the commencement of the fiscal year for which the budget is being adopted
- 5 All annual appropriation lapse at fiscal year end
- 6 The budget is adopted on a basis consistent with generally accepted accounting principles (GAAP) Budgeted amounts are as originally adopted or as finally amended by the Assessor Such amendments were not material in relation to the original appropriations

F CASH AND CASH EQUIVALENTS

Cash and cash equivalents include amounts in demand deposits, interest-bearing demand deposits, and time deposits They are stated at cost which approximates market

G INVESTMENTS

Under state law, the assessor may deposit funds in demand deposits, interest-bearing demand deposits, or time deposits with state banks organized under Louisiana law or any other state of the United States, or under the laws of the United States Investments are limited by the Louisiana Revised Statute (R.S) 33 2955 and the assessor's investment policy The assessor may invest in United States bonds, treasury notes and bills, government backed agency securities, or certificates and time deposits

EAST FELICIANA PARISH ASSESSOR
CLINTON, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2011

H CAPITAL ASSETS

Capital assets are capitalized at historical cost or estimated cost if historical cost is not available. Donated assets are recorded as capital assets at their estimated fair market value at the date of donation. The assessor maintains a threshold level of \$500 or more for capitalizing capital assets.

Capital assets are reported in the Statement of Net Assets and the Statement of Activities. Since surplus assets are sold for an immaterial amount when declared no longer needed for public purposes by the assessor, no salvage value is taken into consideration for depreciation purposes. All capital assets are depreciated using the straight-line method over the following useful lives:

<u>Description</u>	<u>Estimated Lives</u>
Furniture and fixtures	5 - 7 years
Vehicles	5 years
Equipment	3 - 5 years

I COMPENSATED ABSENCES

The assessor has the following policy relating to vacation and sick leave: employees earn from one to four weeks of vacation leave each year depending on length of service. Vacation leave cannot be accumulated. Employees are allowed seven days leave per year which cannot be accumulated. At December 31, 2011, there are no accumulated and vested benefits that require disclosure to conform with generally accepted accounting principles.

J RESTRICTED NET ASSETS

For government-wide statement of net assets, net assets are reported as restricted when constraints placed on the net asset use are either externally imposed by creditors, grantors, contributors, or laws or regulations of other governments, and imposed by law through constitutional provisions or enabling legislation. The Assessor had no restrictions on net assets as of December 31, 2011.

K FUND EQUITY

In the fund financial statements, the governmental fund reports reservations of fund balance for amounts that are not available for appropriation or are legally restricted by outside parties for use for a specific purpose. Any designations of fund balance represent tentative management plans that are subject to change.

L ESTIMATES

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues, expenditures, and expenses during the reporting period. Actual results could differ from those estimates.

EAST FELICIANA PARISH ASSESSOR
CLINTON, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2011

NOTE # 2 **LEVIED TAXES**

Pursuant to Act 174 of 1990, Louisiana State Statute 47:1925.2 created a special revenue assessment district to provide ad valorem tax revenue to fund the Assessor's office.

Ad valorem taxes attach as an enforceable lien on property as of January 1 of each year. During the current fiscal year, taxes were levied in May and billed to the taxpayers by the East Feliciana Parish Assessor in October. Billed taxes are due by December 31, becoming delinquent on January 1 of the following year.

The taxes are based on assessed values determined by the East Feliciana Parish Tax Assessor and are collected by the East Feliciana Parish Sheriff and Tax Collector.

Ad valorem taxes are budgeted and recorded in the year levied and billed. For the year ended December 31, 2011, special assessment district taxes were levied at the rate of 6.39 mills on property. Total special assessment district taxes levied during 2011 was \$685,934.

The following public services and businesses are the principal taxpayers for the parish:

<u>Taxpayer</u>	<u>Assessed Valuation</u>
Colonial Pipeline Company	10,667,900
Bengal Pipeline Company	9,369,190
Transcontinental Gas Pipe Line	7,109,220
Valero Marketing & Supply Company	5,103,530
Entergy Gulf States Louisiana LLC	5,102,230
GATX Corporation	4,910,580
Dixied Electric Membership Co-op	3,430,500
American Railcar Leasing LLC	2,701,550
CIT Group, The Capital Finance Inc	1,964,510
Felician Bank & Trust Co	1,338,040
Bell South Telcomm, Inc	1,342,250
Rail Car Leasing LLC	1,277,070
Highlands Bank	812,950
East Feliciana Rural Water System	794,020
Landmark Bank	728,850
Grand Trunk Corporation	724,940
Screening Systems Int'l LA Div Inc	694,980
Marathon Petroleum Company LLC	597,860
Denbury Onshore LLC	509,920
PAC TEC	441,690
Anvil Attachments LLC	436,070
Watson Rentals LLC	276,590
Barnes Lumber Company Inc	244,710
Verizon Wireless	244,530
Bunch Gravel Co	230,070

EAST FELICIANA PARISH ASSESSOR
CLINTON, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2011

NOTE # 3 **CASH AND CASH EQUIVALENTS**

At December 31, 2011 the assessor has cash and cash equivalents (book balance) totaling as follows

Demand deposits	<u>\$473,470</u>
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Secured by FDIC insurance and Bank Collateral

NOTE # 4 **INVESTMENTS**

The Assessor has time certificate of deposits with maturity dates greater than 90 days. These deposits are stated at cost, which approximates market. Under state law, these deposits, and the resulting bank balances, must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount of deposit with the fiscal agent bank. These securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties. Deposit balances (bank balances) at December 31, 2011, are secured as follows:

Time deposit balances	<u>\$ 220,968</u>
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Federal Deposit Insurance And Bank Collateral	<u>\$ 220,968</u>
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Pledged securities in Category 3 include uninsured or unregistered investments for which the securities are held by the broker or dealer, or by its trust department or agent, but not in the Assessor's name. Even though the pledged securities are considered uncollateralized (Category 3), Louisiana Revised Statute 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified by the Assessor that the fiscal agent has failed to pay deposited funds upon demand.

NOTE # 5 **RECEIVABLES**

The following is a summary of the receivables at December 31, 2011:

Class of receivable	
Taxes - ad valorem	\$ 685,934
State Revenue Sharing	<u>95,940</u>
Total	<u>\$ 781,874</u>

NOTE # 6 **CHANGES IN GENERAL FIXED ASSETS**

Capital assets and depreciation activity as of and for the year ended December 31, 2010 is as follows:

Balance, January 1, 2011	\$ 146,955
Additions	0
Deletions	<u>0</u>
Balance, December 31, 2011	146,955
Less accumulated depreciation	<u>(114,655)</u>
Net Capital Assets	<u>\$ 32,300</u>

Depreciation expense for the year was \$13,975

EAST FELICIANA PARISH ASSESSOR
CLINTON, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2011

NOTE # 7 **PENSION PLAN**

Substantially all employees of the East Feliciana Parish Assessor's office are members of the Louisiana Assessor's Retirement System (System), a cost-sharing, multiple-employer defined benefit pension plan, administered by a separate board of trustees

All full-time employees who are under the age of 60 at the time of original employment and are not drawing retirement benefits from any other public retirement system in Louisiana are required to participate in the System. Employees who retire at or after age 55 with at least 12 years of credited service or at or after age 50 with at least 30 years of creditable service are entitled to a retirement benefit, payable monthly for life, equal to 3 percent of their final-average salary for each year of credited service, not to exceed 100 percent of their final-average salary. Final-average salary is the employee's average salary over the 36 consecutive or joined months that produce the highest average. Employees who terminate with at least 12 years of service and do not withdraw their employee contributions may retire at or after age 55 and receive the benefit accrued to their date of termination. The system also provides death and disability benefits. Benefits are established or amended by state statute.

The System issues an annual publicly available financial report that includes financial statements and required supplementary information for the System. That report may be obtained by writing to the Louisiana Assessor's Retirement System, Post Office Box 1786, Shreveport, Louisiana 71166-1786, or by calling (318) 425-4446.

Plan members are required by state statute to contribute 8.0 percent of their annual covered salary and the East Feliciana Parish Assessor is required to contribute at an actuarially determined rate. The current rate was 13.5 percent of annual covered payroll from January through December 2011. The East Feliciana Parish Assessor's contributions to the System for the years ending December 31, 2011 was \$55,029.

NOTE # 8 **DEFERRED COMPENSATION PLAN**

Certain employees of the Assessor participate in the Louisiana Public Employees Deferred Compensation Plan adopted under the provisions of the Internal Revenue Code (IRC) Section 457. The assessor matches the employee contributions 100%. The amount of the employer match for 2011 was \$22,490. Complete disclosures relating to the Plan are included in the separately issued audit report for the Plan, available from the Louisiana Legislative Auditor, Post Office Box 94397, Baton Rouge, Louisiana 70804-9397.

NOTE # 9 **OTHER POSTEMPLOYMENT BENEFITS PLAN**

Plan Description. The Assessor participates in a group defined health, dental and life insurance benefit retirement plan administered by the insurance committee of the Louisiana Assessors' Association. Participation in the plan is authorized by the Assessor. The Plan provides lifetime health, dental and life insurance for employees that retire at age fifty-five or older and at least twelve years of full-time service, or employees that retire at less than fifty-five years old and at least thirty years of service. Retirees pay \$ 4,512 per year for health, life and dental insurance cost and the Assessor pays the balance of their premiums.

The Assessor has implemented GASB Statement No. 45, *Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions*. In adopting the requirements of GASB Statement No. 45 during the year ended December 31, 2011, the Assessor recognizes the cost of postemployment benefits in the year when employee services are rendered, reports the accumulated liability from prior years, and provides information useful in assessing potential demands on the Assessor's future cash flows. Because the Assessor has adopted the requirements of GASB Statement No. 45 prospectively, recognition of the liability accumulated from prior years will be phased in over 30 years, commencing with the 2010 liability.

EAST FELICIANA PARISH ASSESSOR
CLINTON, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2011

NOTE #9 **OTHER POSTEMPLOYMENT BENEFITS PLAN (continued)**

Annual OPEB Cost and Nert OPEB Obligation. The Assessor's annual other postemployment benefit (OPEB) cost is calculated based on the annual required contribution ((ARC) The Assessor has elected to calculate the ARC and related information using the alternative measurement method permitted by GASB Statement No. 45 for employers with plans that have fewer than 100 total members. The ARC represents a level of funding that, if paid on an ongoing basis, is projected to cover normal cost each year and to amortize any unfunded actuarial liabilities (or funding excess) over a period not to exceed 30 years. The following table shows the components of the Assessor's annual OPEB cost for the year, the amount actually contributed to the Plan, and changes in the Assessor's net OPEB obligation to the Plan.

Annual required contribution	\$ 96,439
Interest on net OPEB obligation	<u>2,893</u>
Annual OPEB cost	99,332
Contribution made	<u>3,952</u>
Increase in net OPEB obligation	95,380
Net OPEB obligation, beginning of year	<u>0</u>
Net OPEB obligation, end of year	<u>\$ 95,380</u>

Fiscal year 2009 was the year of implementation of GASB Statement No. 45 and the Assessor elected to implement prospectively. Therefore, prior year funding and comparative data is not available.

Funding Policy, Funded Status, and Funding Progress. The Plan is financed on a pay-as-you-go basis, therefore no funds are reserved for payment of future health insurance premiums. As of December 31, 2011, the actuarial accrued liability for benefits was \$ -0-, all of which was unfunded. The covered payroll (annual payroll of active employees covered by the Plan) was \$395,514, and the ratio of the unfunded actuarial accrued liability (UAAL) to the covered payroll was 169%.

The projection of future benefits for an ongoing plan involves estimates of the value of reported amounts and assumptions about the probability of occurrence of future events far into the future. Amounts determined regarding the funded status of plan and the employer's annual required contributions are subject to continual revision as actual results are compared with past expectations and new estimates are made about the future.

Actuarial Methods and Assumptions. Projections of benefits for financial reporting purposes are based on the substantive plan (the plan is understood by the employer and plan members) and include the types of benefits provided at the time of each valuation and the historical pattern of sharing of benefit costs between the employer and plan members to that point. The actuarial methods and assumptions used include techniques that are designed to reduce the effects of short-term volatility in actuarial accrued liabilities and the actuarial value of assets, consistent with the long-term perspective of the calculations. The following simplifying assumptions were made:

EAST FELICIANA PARISH ASSESSOR
CLINTON, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2011

NOTE #9 **OTHER POSTEMPLOYMENT BENEFITS PLAN (continued)**

The following simplifying assumptions were made:

Retirement age for active employees – Active members were assumed to retire at the age of 65 years

Marital statuses – Marital status of members at the calculation date was assumed to continue throughout retirement

Mortality - Life expectancies were based on mortality tables from the National Center for Health Statistics

Turnover – Non-group-specific age-based turnover data from GASB Statement 45 were used as the basis for assigning active members a probability of remaining employed until the assumed retirement age and for developing an expected future working lifetime assumption for purposes of allocating to periods the present value of total benefits to be paid

Healthcare cost trend rate – The expected rate of increase in healthcare insurance premiums was based on projections of the Office of the Actuary at the Centers for Medicare & Medicaid Services. A rate of 5.7 percent initially, reduced to an ultimate rate of 6.6 percent after ten years, was used.

Health insurance premiums – 2011 health insurance premiums for retirees were used as the basis for calculation of the present value of total benefits to be paid.

Inflation rate – The expected long-term inflation assumption of 2.8 percent was based on projected changes in the Consumer Price Index (CPI) in *The 2009 Annual Report of the Board of Trustees of the Federal Old-Age and Survivors Insurance and Disability Insurance Trust Funds* for an intermediate growth scenario.

Payroll growth rate – The expected long-term payroll growth rate was assumed to equal the rate of inflation.

Based on the historical and expected returns of the Assessor's short-term investment portfolio, a discount rate of 3 percent was used. In addition, a simplified version of the unit credit actuarial cost method was used. The unfunded actuarial accrued liability is being amortized as a level percentage of projected payroll on an open basis over thirty years.

NOTE # 10 **EXPENDITURES OF THE ASSESSOR NOT INCLUDED IN THE FINANCIAL STATEMENTS**

The Assessor's office is located in the East Feliciana Parish Police Jury office. The upkeep and maintenance of the building is paid for by the East Feliciana Parish Police Jury. In addition, certain operating expenditures of the Assessor's office are paid by the Parish Police Jury as required by Louisiana Revised Statute 33:4713.

NOTE # 11 **RISK MANAGEMENT**

The Assessor is exposed to various risks of loss related to torts, theft of, damage to, and destruction of assets, errors and omissions, and injuries to employees. To handle some risk of loss, the Assessor has workers' compensation insurance for any employee injured on the job and surety bond coverage. No settled claims from these risks have exceeded insurance coverage for the past three years. There are not significant reductions in insurance coverage from coverage in the prior year.

EAST FELICIANA PARISH ASSESSOR
CLINTON, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2011

NOTE # 12 **LITIGATION AND CLAIMS**

There is no current pending or threatened litigation

NOTE # 13 **SUBSEQUENT EVENTS**

Management has evaluated subsequent events through June 25, 2012, the date on which the financial statements were available to be issued

East Feliciana Parish Assessor
Clinton, Louisiana

Budgetary Comparison Schedule
General Fund
For the Year Ended December 31, 2011

	Final Budget	Actual (Budgetary Basis)	Variance Favorable (Unfavorable)
<u>Revenue</u>			
Taxes-ad valorem	685,934	682,812	(3,122)
Intergovernmental-state funds			
State revenue sharing	140,000	143,910	3,910
Interest on			
Investments	4,409	5,378	969
Other	26,594	24,504	(2,090)
Total Revenues	<u>856,937</u>	<u>856,604</u>	<u>(333)</u>
 <u>Expenditures</u>			
Current			
General government-taxation:			
Personal services and related benefits	596,792	567,317	29,475
Operating services	48,818	55,321	(6,503)
Materials and supplies	8,215	4,796	3,419
Travel and training	2,385	11,394	(9,009)
Total Expenditures	<u>656,210</u>	<u>638,828</u>	<u>17,382</u>
 <u>Excess (Deficit) of Revenues over Expenditures</u>	<u>200,727</u>	<u>217,776</u>	<u>17,049</u>
 <u>Fund Balance at Beginning of Year</u>	<u>1,279,959</u>	<u>1,279,959</u>	<u>0</u>
 <u>Fund Balance at End of Year</u>	<u>1,480,686</u>	<u>1,497,735</u>	<u>17,049</u>

See accompanying notes and independent auditor's report

East Feliciana Parish Assessor
Clinton, Louisiana
December 31, 2011

NOTE TO BUDGETARY COMPARISON SCHEDULE

The proposed budget for the General Fund, prepared on the modified accrual basis of accounting, is made available for public inspection at least fifteen days prior to the beginning of each fiscal year. The budget is then legally adopted by the assessor and amended during the year, as necessary. The budget is established and controlled by the assessor at the object level of expenditure. Appropriations lapse at year-end and must be re-appropriated for the following year to be expended. All changes in the budget must be approved by the assessor.

Formal budgetary integration is employed as a management control device during the year. Budgeted amounts included in the accompanying financial statement include the original adopted budget amounts and the budget amendments, if applicable, for the year ended December 31, 2011.

W. RANDALL PEAY, LTD.
(A Professional Accounting Corporation)

W. RANDALL PEAY

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Society of Louisiana Certified Public Accountants

**REPORT ON INTERNAL CONTROL OVER FINANCIAL
REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN
AUDIT OF FINANCIAL STATEMENTS PERFORMED IN
ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

Honorable Holice T. Jackson, Jr
East Feliciana Parish Assessor
Clinton, Louisiana

I have audited the basic financial statements of the East Feliciana Parish Assessor, as of and for the year ended December 31, 2011 and have issued my report thereon dated June 25, 2012. I conducted my audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States.

Internal Control Over Financial Reporting

In planning and performing my audit, I considered the East Feliciana Parish Assessor's internal control over financial reporting as a basis for designing my auditing procedures for the purpose of expressing my opinion on the basic financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Entity's internal control over financial reporting. Accordingly, I do not express an opinion on the effectiveness of the Entity's internal control over financial reporting.

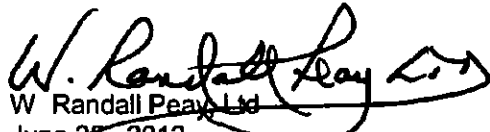
A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct misstatements on a timely basis. A material weakness is a deficiency or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented or detected and corrected on a timely basis.

My consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and would not necessarily identify all deficiencies in the internal control that would be significant deficiencies or material weaknesses. I did not identify any deficiencies in internal control over financial reporting that I consider to be material weaknesses, as defined above.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the East Feliciana Parish Assessor's basic financial statements are free of material misstatement, I performed tests of its compliance with certain provisions of laws, regulations, contracts, and grants, noncompliance with which could have a direct and material effect on the determination of financial amounts. However, providing an opinion on compliance with those provisions was not an objective of my audit and, accordingly, I do not express such an opinion. The results of my tests disclosed no instances of noncompliance or other matters that are required to be reported under Government Auditing Standards.

This report is intended solely for the information and use of the East Feliciana Parish Assessor, management and the Legislative Auditor and is not intended to be and should not be used by anyone other than these specified parties. Although the intended use of these reports may be limited, under Louisiana Revised Statute 24:513(G), this report is distributed by the Legislative Auditor as a public document.


W. Randall Peay, Ltd.
June 25, 2012

EAST FELICIANA PARISH ASSESSOR
CLINTON, LOUISIANA
SCHEDULE OF AUDIT FINDINGS
FOR THE YEAR ENNDED DECEMBER 31, 2011

A. SUMMARY OF AUDIT RESULTS

- 1 The auditor's report expresses an unqualified opinion on the basic financial statements of the East Feliciana Parish Assessor**
- 2 No instances of noncompliance material to the financial statements of the East Feliciana Parish Assessor were disclosed during the audit**
- 3 No significant deficiencies relating to the financial statements are reported in the Independent Auditor's Report on Internal Control**